



Code: 0531
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: DIRECTOR OF LIBRARY – PROGRAMS AND EVENTS

CHARACTERISTICS OF THE CLASS

Under direction, functions as a unit manager responsible for the planning and coordination of programs and special events at Harold Washington Library Center (HWLC); and performs related duties as required

ESSENTIAL DUTIES

- Develops and implements objectives, standards and processes for various programs and special events within HWLC
- Manages supervisory, event planning and production staff, providing oversight and direction in the development and implementation of various library programs, private and special events
- Develops performance standards, conducts employee performance evaluations and ensures established work objectives and program standards are met
- Directs and coordinates the logistics, recruitment and contracting of performers and vendors ensuring the city receives the best contracted services (e.g., sound, lighting, catering)
- Manages relationships with all vendors, sponsors, internal clients and community partners to form partnerships that enhance events
- Negotiates service contracts with performers and vendors and directs staff to ensure contract compliance
- Monitors events ensuring planned activities and entertainment progress smoothly
- Prepares annual operation and personnel budgets, monitors expenditures and identifies funding sources
- Directs staff in researching and writing grant proposals to solicit program funding
- Establishes resource networks and working relationships with public and private cultural organizations, individual artists and the city's arts communities
- Oversees the preparation of promotional materials of planned programs and events
- Keeps abreast of competitive rates and trends in the rental market for similar space and potential sources of new business
- Attends professional meetings and events to promote the rental of HWLC spaces to potential clients
- Prepares management reports on program activities
- Responds to inquiries, problems or complaints involving programs or events
- Directs staff training and professional development activities

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Marketing, Communications or a directly related field plus five (5) years of work

experience in marketing or events promotion of which two (2) years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *program planning and administration
- *developing sponsorship, marketing and public relations plans
- rental market for space within public institutions
- management of a community or public service program
- budget preparation and planning
- writing and formatting styles and methods used in applicable publications

Moderate knowledge of:

- *principles, practices and techniques of public relations and community outreach
- light and sound equipment
- applicable research methods

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **MANAGEMENT OF FINANCIAL RESOURCES** - Determine how money will be spent to get the work done and account for these expenditures
- **MANAGEMENT OF PERSONNEL RESOURCES** - Motivate, develop, and direct people as they work and identify the best people for the job

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- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING – Analyze information and use logic to address work of job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2019